

# **Superior Court of California County of San Francisco**

## ***Announcing the Recruitment for: Court Executive Officer***

***Final Filing Date:  
Thursday, May 20, 2010***





## Introduction

The Superior Court of California, County of San Francisco, is seeking a proven executive-level leader who has the rare combination of experience and management style to foster innovation and achieve operating efficiencies while motivating and inspiring a skilled and loyal workforce that values its unique individuality and diverse workplace culture.

The 52 judges responsible for selecting the next Court Executive Officer (CEO) understand that this selection is a watershed moment for the Court. The new CEO will succeed a well-respected and accomplished CEO who recently retired after leading the Court through some of the most vexing changes the Court faced during the last two decades. The San Francisco Bench understands that this is a rare opportunity to shape the Court's future successes by selecting a new leader who will respect the Court's past achievements while forging ahead to establish new benchmarks that will endure and continue to distinguish the Court as an innovative leader among the 58 Superior Courts of California.

Candidates with a demonstrated record of success in an environment with similar factors are encouraged to apply. This position is among the most coveted of any executive-level Court administration careers across the nation. The Judges of the Superior Court of California, County of San Francisco, are pleased to invite qualified Court executives and other executive-level administrators to apply for the position of Court Executive Officer.

## The Position

The CEO is the chief executive of the Superior Court of California, County of San Francisco, who manages approximately 600 employees and oversees a \$90 million annual budget. The Judges appoint the incumbent, and provide policy direction to the CEO, who is responsible for the Court's daily operations, management of Court staff and implementation of Court policies and procedures. The Presiding Judge directs the CEO, who serves at the pleasure of the Judges and manages the Court's non-judicial staff. The CEO works directly with members of the Administrative Office of the Courts and other CEOs on court administration policy and issues that affect the judicial branch. The CEO also is the point of contact for elected leaders and justice partners in the City and County of San Francisco.

## The Court

The Court is considered a large Court—in size as well as stature—among the State of California's 58 courts. The Court has 52 Judges, 12 Commissioners and approximately 600 employees

in four Court facilities in San Francisco. The City and County of San Francisco is enriched by its ethnic and racial diversity, an attribute which is reflected in the composition of the Bench and the Court's staff.

The Court's administrative offices are located in the Civic Center Courthouse, an 11-year-old facility that was built after the Loma Prieta earthquake damaged City Hall, forcing the Court to relocate its operations. The Civic Center Courthouse is located across from San Francisco's ornate City Hall and the Administrative Office of the Court facility, which also is the location of the California Supreme Court.

Throughout the state and the country, the Superior Court of California, County of San Francisco, is a pioneer and leader in collaborative justice and problem-solving courts. The Court has made access to justice a priority for all Court users by providing free legal education and assistance to litigants who represent themselves in court proceedings. Another significant fact about the Court is that it carries the largest asbestos caseload in the state, with more than 1,660 active pending cases.



## The Ideal Candidate

The next CEO will emerge from a competitive field of candidates by demonstrating a past record of leadership amid complex factors, including dwindling resources and dynamic internal governance. The ideal candidate will have a verifiable record of integrity and the ability to maintain a high level of accountability and operational control through subordinate managers. The candidate also must:

- Support and advise the elected Judicial Officers of the San Francisco Bench by helping them discharge their independent responsibilities.
- Establish and maintain positive working relationships with other elected officials, staff, the public, and representatives from other agencies, including the Administrative Office of the Courts.
- Manage effective relationships and outreach to the public and the media.
- Understand the rules, procedures and legislative processes, as well as the state judicial system, and the functions and operations of state and local government.
- Proactively propose and initiate changes in operations to achieve efficiencies and manage budget shortfalls.
- Devise strategies to achieve successful implementation of reforms by establishing and maintaining strong partnerships with judicial leaders and staff.
- Recognize, respect and value the importance of ethnic and racial diversity that is prevalent in the Court.
- Demonstrate a history of successful project management that reflects on-time, and on-budget deliverables.
- Communicate effectively and effortlessly during meeting presentations with Judges, staff and other members of the statewide judicial branch.



## Qualifying Education & Experience

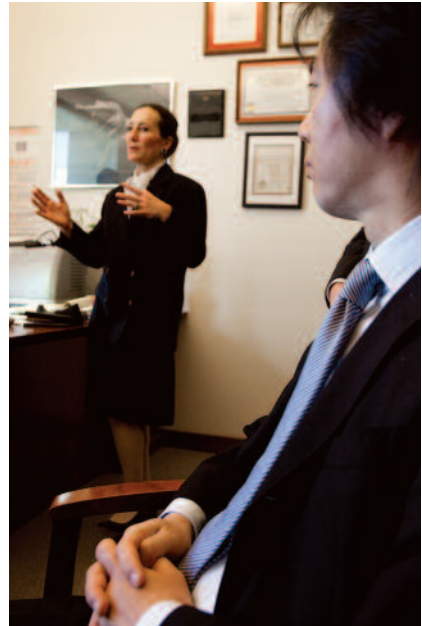
### EDUCATION

- Minimum: A Bachelor's degree
- Preferred: A graduate degree in judicial, business and/or public administration, or a law degree

### EXPERIENCE

These factors are strongly preferred, but candidates with different experience and backgrounds also will be considered:

- Five years of experience in executive management positions, preferably in public service or a government agency.
- Extensive experience in managing multi-million dollar budgets with fiscal constraints.
- Executive leadership during a time of management transition and budget reductions.
- A demonstrated record of successful collaboration with internal and external leaders and partners as a leading participant in the design and implementation of new programs and operations.



## The Selection Process

The Court will conduct an initial screening of applications to determine eligibility with minimum qualifications. A screening panel will select a limited number of highly qualified applicants who may be invited for an interview.

Reasonable accommodation may be made to allow candidates with disabilities to participate in the selection process. If a candidate requires accommodation, please notify the Court of special needs when Human Resources staff makes initial contact about the interview process.





## How to Apply

For consideration, candidates must submit a:

- One-page cover letter summarizing relevant experience and how it relates to serving as the chief staff administrator for the Court;
- Organizational chart depicting location of current and/or previous high-level management positions; and
- Resume that includes salary history and five (5) professional references. References will not be contacted until mutual interest has been confirmed.

The selection process is confidential. Resume packages must be sent or delivered by 5 p.m. on May 20, 2010 to:

**Superior Court of California  
County of San Francisco  
Human Resources Office  
400 McAllister St. Room 205  
San Francisco, CA 94102**

All resumes and corresponding materials must be sent by personal delivery, inter-office mail or U.S. Mail. Faxed or emailed materials will not be accepted. It is the responsibility of the applicant to ensure that this office receives his or her resume packet by the final filing time and date. Submissions received after that date, regardless of when they were mailed or sent, will not be accepted.

## Salary & Benefits

The salary for this position ranges from \$161,846 to \$216,865 annually, depending on qualifications. The comprehensive benefits package includes a defined benefit retirement plan of 2.1 percent at age 60 after 10 years of service; cafeteria benefit plans with pre-tax elections; medical and dental insurance; Deferred Compensation Plan; Long-Term Disability Plan; Life Insurance;

13 paid holidays, 5 floating holidays, 5 executive leave days, and 15- to 25- vacation days per year, depending on years of service.

*This information is intended to provide a general summary of benefits and does not constitute an implied or expressed contract.*

*The Superior Court of California, County of San Francisco is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, physical handicap, political affiliation, sexual orientation, ancestry, marital status, color, medical condition, or other non-merit factor.*





**Civic Center Courthouse**

400 McAllister Street



**Polk Street Annex**

575 Polk Street



**Hall of Justice**

850 Bryant Street



**Youth Guidance Center**

375 Woodside Avenue